



# Archdiocese of Boston Policies and Procedures for Trips Involving Minors



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## Purpose

When planned with care, trips are an important component of the educational, spiritual, and cultural development of participants. A trip is considered any off campus outing that is organized through a parish, school, or other institution of the Roman Catholic Archdiocese of Boston (RCAB). Examples include school field trips, pilgrimages to holy sites, retreats, camps/work camps, hiking/ski trips, museums, apple picking, service opportunities, sporting events, plays, concerts, conferences, World Youth Day, and other similar outings.

This guide was developed to aid you in the process of planning trips to help ensure the safety of your participants. If you have encountered a situation or have a question that is not addressed in this guide, please feel free to contact the Archdiocese of Boston:

- ▶ For parishes, contact Rosemary Maffei at [rosemary\\_maffei@rcab.org](mailto:rosemary_maffei@rcab.org)
- ▶ For schools, contact Kevin Caldwell at [kevin\\_caldwell@rcab.org](mailto:kevin_caldwell@rcab.org)

The key to a safe and successful trip is proper planning. In terms of risk management, this means identifying possible risks and taking action to avoid or mitigate those risks. This includes using due diligence when choosing destinations, having first-hand knowledge of the locale ahead of time, obtaining permission from legal guardians, ensuring there is adequate supervision, and taking into consideration the needs of all participants. For a detailed planning checklist please see [Appendix A: Planning Checklist](#).

## A NOTE ABOUT BACKGROUND CHECKS

**The information in this document applies to any trip that includes minors in any way.**

**CORI all adults, even those without chaperone duties.**

**For more information, please contact the Office of Background Screening:**  
<https://www.bostoncatholic.org/background-screening>



## Forms

### Policy

If minors are participating in the trip, written permission must be obtained from the legal guardians. Consent by phone, text, email, or in person conversation are not acceptable. The permission form must contain an area in which a legal guardian can indicate special needs or considerations regarding their child.

### Procedure

Please see [Appendix B: Liability Waiver & Medical Authorization Form](#) for the approved template for all events sponsored by parishes, schools, and related entities in the Archdiocese of Boston. This form covers both liability and medical authorization. You may make this template specific to your event before distributing it to participants (including adults) for completion; however, if your parish or school already obtains and keeps on file liability and medical information from participants as part of your standard paperwork for the program or academic year, then a basic permission form is all that would be required for any specific trip taking place during that program or academic year. Please be sure to include the following note on your basic permission form: **Please note: if your child's medical profile has changed since the beginning of the year, you must submit an updated Medical Form and an updated Release and Indemnification Agreement.**

### Policy

A code of behavior must be reviewed and signed by both child and legal guardian.

### Procedure

Please see the [Appendix C: Code of Behavior for Children and Youth](#).

School leaders should compare the Archdiocese of Boston Code of Behavior with any school specific code of behavior and modify accordingly for the specific trip.

### ★ Best Practice

Consider hosting a meeting for legal guardians of interested participants to review information related to the event and pass out physical copies of the form in person with instructions for completion and submission.

### ★ Best Practice

Consider modesty guidelines for participants and chaperones as appropriate. Please see [Modesty Guidelines](#) for archdiocesan suggested modesty guidelines.

### ★ Best Practice

It is helpful for the trip leader to reference the consequences listed in code of behavior in discussion with participants/legal guardians.



# Chaperones and Leaders

## Policy

A chaperone's primary responsibility is to help ensure the safety of participants.

**Ratios:** There should always be a minimum of two chaperones per trip. For large groups, maintain an adequate ratio of chaperones to children/youth:

- ▶ For trips within the U.S:
  - Preschool through Grade 5: One adult for every 5 children. Overnight trips are prohibited with this age group unless the legal guardian of each child is present. Possible exceptions can be considered by contacting Rosemary Maffei at [rosemary\\_maffei@rcab.org](mailto:rosemary_maffei@rcab.org) or 617-746-5760.
  - Grades 6 through 12: One adult for every 7 youth
- ▶ For trips outside the U.S:
  - Preschool through Grade 5: International trips are prohibited with this age group unless the legal guardian of each child is present. Possible exceptions can be considered by contacting Rosemary Maffei at [rosemary\\_maffei@rcab.org](mailto:rosemary_maffei@rcab.org) or 617-746-5760.
  - Grades 6 through 12: One adult for every 5 youth
  - Please note that for World Youth Day pilgrimages, for every one child/youth under the age of 16 there must be at least one accompanying legal guardian.

## ★ Keeping Track of Children/Youth

- ▶ Assign chaperones to a specific group of children/youth as one method of ensuring that they are accounted for at all times.
- ▶ Be sure each chaperone has a written list of the children/youth under his/her care. In addition, the field trip leader should carry a master list of children/youth and chaperones with emergency contact details at all times during the trip.
- ▶ Children up to grade 6 could wear identification (with only the name of the parish/school, not the child's name). The reverse side of the nametags could indicate the child's assigned chaperone and the chaperone's cell phone number, in the event a child is lost.
- ▶ In addition to adult supervision, it is advisable to use a type of "buddy system" in which children/youth are paired up and given the task of watching out for each other. Of course, this is only a secondary method and should not replace adequate adult supervision.

## ★ Qualifications

- ▶ Chaperones must be 21 years of age or older.
- ▶ All chaperones accompanying minors, including legal guardians, must undergo a criminal background screening and complete (or show proof of having completed) Virtus' *Protecting God's Children* program prior to the trip.
- ▶ Please see **Appendix B: Liability Waiver & Medical Authorization Form** which is required to be completed by all adults attending the trip.
- ▶ All chaperones are subject to the **RCAB Code of Conduct** and are therefore required to follow the Code of Conduct (see **Appendix C**).
- ▶ For the safety of all participants, at least one chaperone/staff member should be certified in CPR and First Aid.

Email Risk Management at [safetyprograms@rcab.org](mailto:safetyprograms@rcab.org) for opportunities for free first aid and CPR certification.



## Chaperones and Leaders *(continued)*

### ✓ Procedure

- ▶ Group leaders should read the health forms of the youth in their care, note any special medical or emotional needs as stated on the forms, and share pertinent details with chaperones as needed. Catholic schools should have the school nurse review the health forms prior to the field trip.
- ▶ For both practical reasons and in the event of an emergency, the trip leader and preferably the chaperones should each carry a cell phone. However, if a chaperone will be driving, the driver must not operate his/her cell phone while driving. Please refer to the section titled, “Distracted Driving.”
- ▶ The Code of Conduct should be given to chaperones and all adults; the trip leader should keep a checklist showing who received the document.
- ▶ Group leaders should have documentation of the *Protecting God’s Children* training for all adult chaperones and volunteers (PGC certificates or verification from the Office of Pastoral Support and Child Protection).
  - If your parish/school has an appointed Local Administrator, that person can login at [Virtus.org](https://Virtus.org) to see the information for people in the parish/school if they are listed as affiliated with that parish/school. (Keep in mind that if the person was trained elsewhere and did not change his or her parish/school affiliation, the Local Administrator will not see the person’s information.) If you have questions, contact the Office of Pastoral Support & Child Protection at 617-746-5985.
- ▶ Allow time for chaperones to obtain passports and, if necessary, visas.
- ▶ Some mission trips and camps combine participants from different sending groups and organizations with chaperones from other groups across multiple locations for activities during the course of a trip, camp, or week. Under no circumstances does RCAB allow anyone not vetted and trained by RCAB to take responsibility for or be with our children/youth without one of our own chaperones present. Our children/youth must ALWAYS be directly supervised by one of the RCAB trained, background-screened, and vetted chaperones. Our chaperone and the children/youth under his or her supervision can join with a group led by a chaperone from another church or group, but our adult must be there and must be supervising each of our children/youth directly.

### ★ Junior Leaders/Mentors

- ▶ While 18 through 20-year-old adults are not able to serve as chaperones, consider inviting them to participate as junior leaders or mentors for your trip. They should always be assigned to a chaperone. As a reminder, all adults must be CORI’d.

### Other

- ▶ Adults will use the shower areas at times that have been designated for adults only and will not change clothes in any area shared with children/youth.
- ▶ Children/Youth are not to be left in the care of adults not with your group, and all adults will follow RCAB guidelines that one adult and one minor are not to be left alone together.
- ▶ Chaperones may not consume alcohol or any THC products.

### ★ Best Practices

- ▶ **Language** – If visiting a country where English is not the first language, at least one chaperone on the trip should speak the native language fluently.
- ▶ **Background Screening** – The parish/school leader should check the Protecting God’s Children training status and background screening of all adult chaperones and volunteers early in the process to allow enough time for training and to address any issues.



## Transportation

### Licensed Public Carriers

#### Policy

If using a licensed public carrier such as a chartered bus (40-60 people), be sure to perform due diligence and ensure the company is reputable and insured. Obtain a Certificate of Insurance from the company listing your parish/school and the Roman Catholic Archbishop of Boston, a Corporation Sole, as additional insured with coverage of at least \$1 million and, in the case of a chartered bus, primary and umbrella liability limits totaling at least \$10 million.

#### Procedure

For an explanation of Certificates of Insurance and additional insured status, go to: <https://rcabrisk.org/knowledgebase/certificates-of-insurance-a-primer/>. When using a licensed public carrier for overnight trips, ask the charter bus company if they perform criminal background checks on their drivers. If the answer is yes, ask them to acknowledge this in the agreement. If the company does not perform criminal background checks on their drivers, please contact the Office of Background Screening for assistance: 617-746-5840.

### 12-15 Passenger Vans

#### Policy

There are many hazards associated with driving 12-15 passenger vans, but these hazards are avoidable. If staff or volunteers are driving 12-15 passenger vans, we ask that they take a brief online safety training course offered through the Office of Risk Management. Email [safetyprograms@rcab.org](mailto:safetyprograms@rcab.org) to enroll in the course, or call 617-746-5748. If you are renting a van, be sure to purchase the supplemental liability insurance from the rental agency.

#### Procedure

Please go to: <https://rcabrisk.org/knowledgebase/12-15-passenger-van-safety/> for more information.

### Use of Volunteer or Employee Vehicles

#### Policy

- ▶ If employees or volunteers are using their own vehicles to transport minors, then in accordance with Massachusetts' law, the personal automobile liability insurance coverage of the automobile vehicle owner is primary. RCAB's Automobile Insurance will provide excess coverage if a claim arising out of an accident exceeds the liability limits of the vehicle owner's insurance policy.
- ▶ A child/youth cannot be alone in a car with an employee/volunteer who is not the legal guardian of the child.

#### Procedure

- ▶ If an employee or volunteer will be driving a group of children/youth, obtain written permission from the legal guardian of each child/youth who will be transported by the employee or volunteer.



## Driver Background Checks (for both personal and rented vehicles)

### Policy

Before allowing anyone to transport children/youth, please be sure to obtain documentation verifying the following:

- ▶ Driver is 21 years old or older
- ▶ Driver has a valid, unexpired, unrevoked driver's license and insurance
- ▶ Driver does not have a physical disability that could impair his/her ability to drive safely
- ▶ Driver has a clean driving record, i.e., he/she does not have a record of driving safety violations, including convictions for driving under the influence. Ask the driver to obtain an "unattested driving record" from the Registry of Motor Vehicles and give it to the Office of Risk Management for review. For more information, go to <https://rcabrisk.org/knowledgebase/volunteer-drivers>.
- ▶ Driver has undergone a CORI check and completed the child protection training program, *Protecting God's Children* prior to the trip, if children/youth will be transported.

## Distracted Driving

### Policy

Distracted driving is any activity that could divert a person's attention away from the primary task of driving. All distractions endanger driver, passenger, and bystander safety. These types of distractions include texting, talking on a cellphone, eating and drinking, and using a handheld navigation system while driving. Distracted driving is prohibited.

### Procedure

To help educate your drivers, you may want to institute a distracted driving policy for your parish or school. Put the policy in writing and ask all drivers to read and sign the policy. Please download a sample policy at <http://rcabrisk.org/distracted-driving>. Make sure drivers know the state law regarding cell phones and texting in both Massachusetts and, if applicable, any other state or country you may be travelling to or through. Laws change so do not rely on memory; be sure to find the information ahead of time by going to the following websites (MA and US): <https://www.mass.gov/service-details/distracted-driving>, <http://www.distraction.gov/content/get-the-facts/state-laws.html>

- ▶ Please see **Appendix E** for our fact sheet about **Distracted Driving**.
- ▶ See **Appendix F** for a sample form to be signed by volunteer drivers before a trip involving children/youth.



# Rooming for Overnight Trips

## Policy

### Age of participants

- ▶ Overnight trips for children of elementary school age (grades K-5) are prohibited unless the legal guardian of each child is present. To seek a possible exception to this policy for your parish or school, please contact the Office of Risk Management at 617-746-5745 to discuss your particular situation.
- ▶ Overnight trips for children of middle school age (grades 6-8) are not recommended.
  - If there is an overnight trip with this age group, follow the policies for children in grades 9-12.
- ▶ Overnight trips for children/youth of high school age (grades 9-12) are permitted.
  - If there is an overnight trip with this age group, the policies below apply.

### Overnight Trips

- ▶ If you are exploring the possibility of staying in a short-term rental instead of a hotel, please contact the Office of Risk Management at 617-746-5745 to discuss the setup of the lodging and seek approval prior to booking.
- ▶ Children/Youth can only share rooms with other youth of the same biological sex.
  - Exceptions can be made for siblings when a legal guardian is also in the same room.
- ▶ Children/Youth should share rooms with other youth of similar age (within one year of each other).
  - Exceptions can be made if the youth are siblings of the same biological sex and the legal guardians request that they be roomed together.
- ▶ Chaperones should be housed with other chaperones of same biological sex (with the exception of spouses who may share a room together).
- ▶ If sleeping in a gym or other open-floor space, try to group children/youth according to biological sex and separate adults from minors to the best of your ability.
  - Physical barriers such as dividers, tables, chairs, staging, curtains, etc. should be used when available.
- ▶ Impose a curfew and ensure that all children/youth are in their assigned rooms at that time.

## ★ Best Practice

Place blue painter tape on doors at a hotel. Have adult chaperones check the blue tape in the morning, remove tape, and inform children/youth when they are permitted to leave the hotel room(s).

- ▶ Children/Youth may not leave the hotel/dormitory by themselves for any reason.
- ▶ Every effort should be made for chaperones/staff to use showering facilities that are separate from the facilities used by children/youth.
  - If this is not possible, children/youth and chaperones must be assigned separate times to access the showering facilities.
- ▶ Children/youth are never permitted in a chaperone's room for any reason.
- ▶ Children/youth may not use any lodging facilities (indoor or outdoor) such as: hotel pool, hotel recreation room/physical fitness room, or fitness equipment.



## Rooming for Overnight Trips *(continued)*

### **Procedure**

Children/Youth should travel in groups of two or more while staying in overnight lodging.

### **Best Practice**

If the overnight trip occurs during the weekend, please be mindful of the obligation to attend Mass on Sunday and plan accordingly.

## Health and Medical Substance Use

### **Policy**

Alcohol use among youth is not permitted even if a youth is of age in another country. Adult chaperones should not drink alcohol in the course of their duties. Illegal drug use among youth and adults is not permitted. Vaping and tobacco use for youth is also prohibited.

### **Best Practice**

Clearly communicate this policy to chaperones before any event, especially for international trips.

## Medications

### **Policy**

No medications of any kind (prescription and non-prescription) should be administered to a minor unless otherwise stated on a minor's Permission Form and if arrangements are made in advance; i.e., the legal guardian in concert with the group leader designates in writing a specific chaperone to administer the medicine. If a participant is taking a prescription medication, he/she should bring the medication in its prescription bottle.

Chaperones can administer prescription and non-prescription medications only with guardian permission.

### **Procedure**

The legal guardian should determine whether the participant or chaperone is in charge of keeping and storing minor's medication. Please be aware of any school specific policies.



## Allergies, Asthma and Other Medical Conditions

### Policy

- ▶ If there are participants with known allergies on the trip, all chaperones on the trip must receive basic education regarding life threatening allergies. The Office of Risk Management can provide this training. Please call 617-746-5745 or go to <https://rcabrisk.org/knowledgebase/managing-life-threatening-allergies/>
  - See **Appendix G: Food Allergies Fact Sheet**.
- ▶ Chaperones on trips must be prepared to deal with allergic reactions, including the potential for anaphylaxis.
  - At least one chaperone on the trip must be trained to administer an epi-pen if a minor with a life-threatening allergy is on the trip, and if that minor has a prescription for an epinephrine by auto-injector.
  - All schools are required to have an Allergy and Anaphylaxis Emergency Plan on file for any child with a life-threatening allergy. Ask the legal guardian of a child with this condition to provide you with a copy of the plan submitted to the child's school and be sure to bring the plan with you on the each trip.
- ▶ For other medical conditions that require an action plan, such as asthma and diabetes, request that legal guardians provide you with the same action plan they provide their child's school. The action plan will indicate if the child can self-administer his/her medication. If the child is unable to self-administer medication, and you do not have a chaperone who can administer the medication, then you must request that the child's legal guardian accompany the child as a chaperone on the field trip. If this is the case, the guardian will need to undergo the necessary background screening and training (please see page 5).

### ★ Best Practice

Have hand wipes available for use before and after consuming food. Use proper food safety procedures to avoid cross-contact. Make prior arrangements and confirm that allergen-free meals are available. Let legal guardians of minors know the name of restaurants in advance when possible.

### Procedure

Other chaperones should be instructed to contact the designated team member for help in the event of an allergic reaction or medical emergency.

### **Remember! All incidents must be reported.**

If the accident or injury involves a volunteer or student who is NOT employed by your parish or school, go to: <https://rcabrisk.org/accident-report/>. If the accident or injury involves an employee, call Constitution State Services (CSS), our Workers' Comp Third Party Administrator, at 800-243-2490.



# Injuries and Incidents

## Policy

- ▶ Define injury
  - Including physical, allergic, medical, and substance-use related
- ▶ Define incident
  - Unintended or unexpected occurrence which produces hurt or loss such as damage to another person or property
- ▶ Every injury and incident must be taken seriously and immediately reported.

## Procedure

1. Report to your supervisor, your principal and pastor (if applicable), and the Archdiocesan Office of Risk Management (see links below).
2. Contact legal guardians/emergency contacts of any participants or chaperones involved in an injury or incident.
3. Any time there is an injury or accident, the incident must be reported, even if it never rises to the level of an actual claim. The claims manager will determine whether a formal claim is warranted. Report the incident even if there is doubt. **If the accident or injury involves a volunteer or student who is NOT employed by your parish or school, go to: <https://rcabrisk.org/accident-report/> or call 617-746-5739. If the accident or injury involves an employee, call Constitution State Services (CSS) at 800-243-2490.**

### **Workers' Compensation or Volunteer Accident Coverage?**

Employees are covered by workers' compensation and liability insurance coverage while in the course and scope of their employment; thus, employees who are chaperones are covered by RCAB's insurance program.

Volunteer accident coverage provides coverage for injuries sustained in the course and scope of a person's work as a volunteer. For more information, please contact the Office of Risk Management at 617-746-5745.

# Reporting Suspected Abuse

## Policy

While students are on a retreat, they often feel safe to discuss issues that may need follow-up attention from administrators. If a student discloses any possible instances of abuse or an unsafe situation, whether within the parish/school setting or outside the parish/school, the adult that the student confides in should report the alleged abuse or neglect. All teachers and adult volunteers should, through the child protection training they received, know how and when to report child abuse allegations. For more details information, please see Sections 5 and 6 of the Archdiocese of Boston Child Protection Policy dated June 2019:

<https://rcabrisk.org/child-protection-guidelines/>



# Emergency Planning

## Policy

Have an emergency action plan (digital and physical copies) in place ahead of time.

## Procedure

- ▶ Emergency action plan contents
  - Roster of participants and chaperones along with emergency contact details
  - Name and location of nearest emergency room
  - List of important phone numbers: 911, local emergency numbers at the destination, Poison Control (1-800-222-1222); Office of Risk Management (617-746-5745).
  - List of staff members/volunteers who are trained in First Aid and CPR.
  - Emergency contact names and numbers.
    - This should include more than one person in the event someone is unavailable.
- ▶ Communication of emergency plan
  - Group leader should review the emergency plan with all chaperones in advance.
  - Group leader should review the emergency plan with their supervisor/principal/pastor.
    - A copy of the emergency plan should be at the school or parish with the supervisor/principal/pastor.
- ▶ See **Appendix H** for a sample emergency action plan.

## Policy

Pack an emergency kit.

## Procedure

- ▶ Emergency kit should include (see <https://www.ready.gov/kit>)
  - First aid items (adhesive bandages, adhesive tape, 4" x 4" sterile gauze pads, ice packs, sick bags, antihistamine cream, antiseptic wipes, aloe vera topical gel or cream, gloves, masks, nonadhesive wound pads (Telfa), Polysporin antibiotic ointment, Moleskin – to apply to blisters or hot spots)
  - Medications: Ibuprofen (Advil is one brand name); Antacid – for indigestion; Antidiarrheal (Imodium, Pepto-Bismol, for example); Aspirin – for mild pain, heart attack; Diphenhydramine (Benadryl) or loratadine (Claritin) – oral antihistamine; Topical corticosteroids, such as over the counter Hydrocortisone 1% for rashes; Dental kit for broken teeth, loss of crown or filling; cough medication; nasal spray; oral decongestants. Can only be administered with permission of the legal guardian.



- Bottled water
  - Insect Repellent
  - Sunscreen with an SPF of 30 or more
  - Book on first aid
  - Small flashlight
  - Plastic resealable bags (oven and sandwich)
  - Pocket mask for CPR
  - Safety pins (large and small)
  - Tweezers
  - Feminine hygiene products
  - List of emergency contacts and list of medicines
- ▶ Emergency kit should be stored in a water-resistant, drop-proof container. Inexpensive nylon bags, personal kits, fanny packs, or makeup cases serve very well.
- ▶ There is no need for a fancy “medical bag.” Use re-sealable sandwich or freezer bags to group and compartmentalize items.
- ▶ Put wound supplies in one bag and medications in another.

### ★ Best Practice

Many of the emergency kits available for purchase include the items listed here.

## Preparation – Best Practices

### ★ Destination Selection

Many considerations need to be made when choosing a location. Please keep the following in mind:

- ▶ **Distance to the destination:** Take into consideration the time of day you are travelling and the traffic you may encounter to determine how long it will take to arrive at your destination and ensure you will be able to return home by the designated time.
- ▶ **Specifics of the environment:** Have someone from the group visit the site ahead of time to review the site. Look out for anything that has the potential to cause injury and be sure all chaperones are made aware of it. Consider specific hazards and dangers of the activity that may impact the health and safety of participants. If using a travel company, be sure to vet the company and its travel leaders.
- ▶ **Time of year:** Be mindful of the potential weather conditions for the time of year in which you are travelling. For example, if your trip involves spending a long period of time outdoors without shade and the National Weather Service issues a heat advisory for that day, it may be advisable to cancel the trip.
- ▶ **Real ID consideration starting 2023:** Be aware that starting May 3, 2023, “every air traveler 18 years of age and older will need a REAL ID-compliant driver’s license or identification card, state-issued enhanced driver’s license, or another TSA-acceptable form of identification at airport security checkpoints for domestic air travel” according to the Department of Homeland Security. (You can use your passport for this type of identification when flying domestically and you will need your passport – regardless of whether or not you have a REAL-ID – for international flights.)



## ★ Participants

- ▶ Be sure the events are age-appropriate for the participants.
- ▶ Identify special requirements for participation, such as level of fitness or special skills needed.
- ▶ Identify any special needs participants may have and whether the location or activity can accommodate those needs.
- ▶ The trip leader should have a plan in place to handle disciplinary issues that may arise. The trip leader should discuss this plan in advance with chaperones and share it with participants/legal guardians.
- ▶ Inform participants beforehand to keep valuables at home.
- ▶ When planning service projects that include maintenance work within the parish community and beyond, proper supervision, common sense, and good judgment should be exhibited. See <https://rcabrisk.org/knowledgebase/youth-volunteers-and-maintenance-projects/> for more information.

## ★ Payment

If a fee is required for the trip, make sure this information is stated clearly and give ample time for the participants to submit the fee.

- ▶ Note the accepted means of payment (check, cash, or credit), as well as if a refund is possible in the event the trip is cancelled.
  - Checks or credit cards are preferred because they automatically create a record of the transaction.
  - If using cash, be sure to provide a receipt to both parties.
- ▶ All trips should have scholarships available for those who do not have funds for the trip.
  - Consider ways to engage the parish community in supporting the trip and participants who may not have the resources to attend.
- ▶ Clear deadlines for payment should be communicated and enforced.
- ▶ Refund policy sample language:
  - After [DATE], your deposit becomes non-refundable. You may cancel your reservation at any time until [DATE] without penalty. After [DATE], you may not make any name changes or substitutions of any kind for individuals listed as registered. All changes, cancellations, or refund requests must be made in writing and submitted to [EMAIL ADDRESS] by the listed due date. Changes, cancellations, or refund requests will not be accepted over the phone.



## ★ **Contractual Agreements, Waivers and Indemnification Clauses**

If you are asked to enter into a contractual agreement with the location you are visiting or any of the vendors, please be sure the contract is properly reviewed before it is signed by your pastor. Your parish/school could be exposed to considerable risk and financial loss if you enter into a disadvantageous contractual agreement.

Be especially cautious of Hold Harmless agreements and Indemnity clauses, which appear in many standard contracts and may contain legal waivers or releases. When this language is included, one party promises not to hold the other party legally responsible for certain actions, conditions or omissions. When reviewing these provisions, please consider what liability your organization is accepting and what type of liability you are excusing from the contracting party. The promises of the other party should be as inclusive as the promises of your organization in the contract. Please be sure to have legal counsel review any contracts that contain these provisions.

Before signing, if you are ever in doubt about any contract you are considering, or if you have questions on any of the information above, please consult with the General Counsel's office at 617-746-5683.

## ★ **Photography and Social Media Guidelines**



### **Policy**

Unless there is a ban on cell phone use, any trip with minors will have a fair share of group shots, selfies and social media posts. All adult participants must read and understand **RCAB's Guidelines for the Use of Social Media dated 3/14/2011**, prior to the trip. Pages 5-6 of the guidelines pertain specifically to communication with children. An excerpt can be found below. Please note: chaperones are prohibited from posting a photo of any child on the chaperone's personal social media. The publication of a photo in a parish forum, including bulletins, websites, or parish-controlled social media, requires written permission from the child's legal guardian via the signed Liability Waiver & Medical Authorization Form.

For a full copy of the Social Media Guidelines, go to:

<https://rcabrisk.org/social-media-guidelines/>

## **Contact/Communication with Children**

While social media can be a useful asset for the Church and its ministries, it can also be misused. Notwithstanding the informality of social media, it is most important to remember that in using social media, the boundary issues are the same as in person-to-person communication. Anyone using social media should be aware that children are highly likely to view and respond to materials posted online. Therefore, it is imperative that any Church Personnel, Chaperone or Leader posting online on behalf of the Archdiocese, its parishes and schools or any Archdiocesan Affiliated Organizations be particularly careful in choosing what material to post and how to interact with children online. Most importantly, legal guardians should constantly be made aware of any contact you may have with their children via social media.



## Guidelines

- ▶ Legal guardians should be made aware of how social media is being used by the Archdiocese, its parishes and schools and any Archdiocesan Affiliated Organizations, be given an explanation of how to access such social media sites, and, to the extent possible, be given the option to be emailed a copy of all material available to their children via such social media websites (including through the use of hyperlinks). While legal guardians should be provided with the same material as their children, it does not have to be via the same technology (for example, if children receive a reminder via Facebook, legal guardians can receive the same message via email).
- ▶ Make sure a minor's legal guardian is always aware of any contact you may have with his/her child via social media. Legal guardians can be informed either through written notice (i.e., email) or personal contact (i.e., face-to-face or over the phone).
- ▶ Ask legal guardians, in writing, which forms of communication they prefer be used to contact their children. When communicating with minors electronically, obtain permission from legal guardians to do so. If legal guardians request their child not be contacted electronically, cease all electronic communication with the child.
- ▶ Do not request email addresses and phone numbers from children; this information should only be provided by legal guardians. In the case of young children (i.e., elementary school and middle school students), only legal guardians should be contacted directly.
- ▶ In the event minors are contacted directly by Church Personnel, Chaperones or Leaders via email, legal guardians must be copied on the content of all messages.
- ▶ Never post any information about a minor without the explicit permission of his/her legal guardian.
- ▶ While the Archdiocese, its parishes and schools and any Archdiocesan Affiliated Organizations are free to publicize their presence on social networking sites, minors should not be specifically sought out as "friends" (in other words, individually invited via site communication tools to associate with the group or page).
- ▶ Church Personnel, Chaperones and Leaders should be encouraged to save copies of online conversations whenever possible, especially those that concern the personal sharing of a teen or young adult. If there is ever any doubt whether a conversation may be inappropriate, a supervisor should be contacted immediately, and the conversation should be terminated. If you receive an inappropriate personal communication from a minor, keep a copy of the message and inform your supervisor immediately.
- ▶ When communicating with a minor, write or speak as if you are also communicating with their legal guardians. The boundaries that must be respected in oral communication extend to electronic communication. All communication must conform to Archdiocesan Policies and Procedures for the Protection of Children, the Code of Ministerial Conduct and the Archdiocesan Code of Conduct and Conflict of Interest Policy. Communication that violates these policies will not be tolerated, regardless of the medium used to convey it and may lead to discipline, up to and including termination.

For questions about social media guidelines, please contact the Director of Pastoral Support and Child Protection at 617-746-5985.





# Additional Considerations if Travelling Internationally

## Choosing the Location

Questions to consider regarding the location:

- ▶ Are visas required?
- ▶ Are there any exit requirements for U.S. citizens?
- ▶ Are certain immunizations required or recommended prior to arrival?
- ▶ What are the medical conditions like – which hospitals are recommended by expatriates?
- ▶ Are there safety concerns of which you should be aware? Pay close attention to the current events in the country you are visiting, as well as neighboring countries.
- ▶ Travel to countries cited in the United States Department of State with Travel Advisory levels of 3 or 4 is prohibited.



## International Travel Information

You can research various safety and security information for your planned destination at [travel.state.gov/destination](https://travel.state.gov/destination). Enter your planned destination in the “Learn about your destination” search box. On the page for the country, you will find important travel information including, but not limited to, travel advisories, alerts, entry and exit requirements, local laws and customs, health and safety information, and contact information for U.S. citizens.

### *Travel Advisories*

According to the U.S. Department of State, “We issue a Travel Advisory for each country of the world. Travel Advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information. Travel Advisories apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety.” A complete list of Travel Advisories for every country in the world can be viewed at [travel.state.gov/traveladvisories](https://travel.state.gov/traveladvisories). A color-coded world map can be found at [travelmaps.state.gov/TSGMap/](https://travelmaps.state.gov/TSGMap/). On the country-specific page, you will find the travel advisory for your planned destination. As a reminder, if the Travel Advisory level is 3 or 4, travel is prohibited to that location.

Conditions can change rapidly in a country at any time. Sign up to receive updated Travel Advisories and Alerts at [travel.state.gov/stayingconnected](https://travel.state.gov/stayingconnected).

### *Entry/Exit Requirements*

Entry and exit requirements for the planned destination are listed on the country-specific page of [travel.state.gov/destination](https://travel.state.gov/destination).

- ▶ Be sure to account for the time it will take for students and chaperones to obtain passports and, if necessary, visas.



## **Additional Considerations if Travelling Internationally** *(continued)*

- ▶ Verify that you and the other travelers have signed your passports and filled in the emergency information page of the passport.
- ▶ Upon return to the U.S., each traveler will undergo a customs examination. Participants are responsible for their individual declaration and payment of customs duty tax.
  - Refer to the U.S. Department of Homeland Security Customs & Border Protection website ([www.cbp.gov](http://www.cbp.gov)) for more details.

### ***Vaccinations***

Some countries require vaccinations that are not routine in the U.S. Find out what the requirements are for the country you are visiting and be sure to have all participants and chaperones vaccinated well in advance. This information can also be found on the country-specific page on <http://travel.state.gov/>. Often vaccinations need to be administered several weeks prior to travel, so planning ahead is crucial.

## **Medical Insurance Considerations**

- ▶ Be sure to check your overseas medical insurance coverage and advise participants and their legal guardians (if participants are minors) to do the same.
- ▶ Ask your medical insurance provider if your policy applies overseas and if it covers emergency expenses such as medical evacuation. If it does not, consider purchasing supplemental insurance.
- ▶ Please note that some international programs, such as Habitat for Humanity, will provide international medical insurance and crisis assistance as part of their program – the costs are included in their program fees.

## **Currency**

- ▶ Find out the official exchange rate for dollars into the country's currency. The exchange rate will fluctuate so be sure to check it just prior to departing.
- ▶ Exchange currency in advance so that you have enough foreign cash to cover initial transportation costs while on the ground, as well as tips and meals.
- ▶ Try not to exchange currency at an airport kiosk as these usually charge higher rates. Banks in city centers often offer the best rates.
- ▶ When changing currency back to dollars, remember that foreign coins cannot be exchanged for U.S. dollars – be sure to spend or donate coins before you leave.



## **Additional Considerations if Travelling Internationally** *(continued)*

### **Emergency Planning**

Emergency planning is more important than ever when venturing abroad.

- ▶ To begin, the organizer must carry copies of the following documents with him/her on the trip and must leave copies of these documents with your organization's administrator:
  - The trip itinerary with details of each day's events, including flight schedules, transportation to and from the airport, addresses of hotels and specific dates of stay, address of restaurants booked, etc.
  - The names/cell phone numbers of all chaperones, along with their relationship to the participants on the trip.
  - The names and home phone numbers of all participants, along with emergency contact information and medical insurance provider details.
  - Copies of everyone's passport data page and visa, if applicable.
  - Copies of all permission slips, including medical information.
  - Directory of addresses and telephone numbers of U.S. Embassies and/or Consulates located in the countries being visited. You will need to contact an embassy or consulate immediately if a passport is lost or stolen.
  - Directory of recommended medical facilities in countries being visited. Research the medical facilities in advance to determine which are the ones that expatriates regularly use. See the "Health" section on the country-specific page of <http://travel.state.gov>.
  - Be sure to develop a plan in the event a participant is ill, or if a disciplinary issue causes you to send a participant home prior to the end of the trip.

### **Smart Traveler Enrollment**

Before you depart for your trip, sign up for the Free Smart Traveler Enrollment Program (STEP <https://step.state.gov/step/>). This is a free service provided by the U.S. Government to U.S. citizens who are traveling to a foreign country.

- ▶ STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.
- ▶ Enrolling in this program will help the State Department contact you if there is a family emergency in the U.S., or if there is a crisis where you are traveling.
- ▶ Please note that in accordance with the Privacy Act, information on your welfare and whereabouts will not be released to others without your express authorization.



## Additional Considerations if Travelling Internationally *(continued)*

### Cultural Considerations

Prior to the trip, be sure the participants have familiarized themselves with the culture and customs of the country.

- ▶ Research the laws of the country – <http://travel.state.gov/> is a good resource for this. Note that you are subject to the country's laws while you are there.
- ▶ Remind participants that they represent their Church and country and should always act accordingly. This includes getting to know the customs of the country visiting and following those customs.
- ▶ Stress the importance of showing respect when visiting all places of worship and be sure to pack appropriate attire – dress codes may be more formal than in our country. For example, St. Peter's Basilica at the Vatican enforces a strict dress code: no shorts, bare shoulders, or miniskirts.



### Cell Phone Service

Many U.S. cell phones do not work internationally, or the charges imposed by U.S. service providers are prohibitive.

- ▶ First, call your service provider to find out if your phone will work abroad and, if it does, inquire about the usage fees.
- ▶ Other options include renting an international phone from a U.S. company or buying a SIM card that you can insert into your current phone – this option typically buys you lower rates and a local number.
- ▶ Be sure to ask about international text messaging and data plans if you intend to use your phone for text messaging or to access the Internet.

## Closing

As a reminder, please do not hesitate to contact the Archdiocese of Boston (Secretariat for Evangelization & Discipleship, Catholic Schools Office, and Office of Risk Management) for assistance in planning your trip and for any emergencies you encounter along the way. We hope that your trips and pilgrimages are opportunities for you and those you serve to draw closer to the Lord.



## Appendices

The following Appendices include forms that you may copy, download, or share electronically with your volunteers or participants as needed.

Please note: if you would like to use the fillable PDF version of these forms, you will need to download and save these forms to your desktop. To do this, please go to:

<https://rcabrisk.org/trips-with-minors-forms/>

Please note that the e-signature function of the form, which allows you to fill in your signature digitally, is only available after you download the form to your desktop.

In order to use the PDF versions, you will need Adobe Acrobat. A free version of Adobe Acrobat can be downloaded by going to:

<https://get.adobe.com/reader/>

If you need further assistance with forms or resources, or if you need a form in Word format, please contact Doreen Rearden at [doreen\\_rearden@rcab.org](mailto:doreen_rearden@rcab.org).



## Appendix A: Planning

### Planning Checklist

Use the following page to copy the form as needed, or download a PDF of the form by going to the FORMS page on the risk management website:

<https://rcabrisk.org/trips-with-minors-forms/>

Please note: the e-signature function, which allows you to fill in your signature digitally, is only available after you download the form to your desktop.

This form may be copied on your parish/school letterhead.

#### Trip Planning Checklist

##### General Preparation

- ☐ Put field trip goals and objectives in writing.
- ☐ Obtain permission from administrator. (See sample Administrator Permission Form as needed.)
- ☐ Determine means of transportation.
- ☐ Determine number of chaperones needed. (See Guide for Trips with Minors for minimum requirements.)
- ☐ Send field trip permission forms/medical authorization waivers to parents/guardians.
- ☐ Allow time for CORI checks to be done and verify information.
- ☐ Allow time for completion of *Protecting God's Children* program and verify that it has been completed prior to the trip.
- ☐ If using volunteer drivers, verify age, background check, driver's history and completion of *Protecting God's Children* program prior to the trip.
- ☐ If volunteer is driving minors, obtain permission from parents/guardians of minors.
- ☐ Verify that every minor has handed in a permission slip.
- ☐ Have plan in place in case of disciplinary issues.

##### Emergency Planning

- ☐ Prepare first aid kit to bring on trip.
- ☐ Prepare emergency action plan.
- ☐ Prepare roster of participants and chaperones, along with emergency contact information.
- ☐ Determine if any participant has special needs or medical conditions, including food or environmental allergies.
- ☐ If a participant has severe food allergies, ensure proper protocols are in place.
- ☐ Determine who will notify emergency contact in event of accident/injury.
- ☐ Confirm that at least one chaperone/staff member is certified in CPR/first aid.

##### Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Sample Parish/School Administrator Permission Form

Use the sample Permission Form to copy as needed, or download a PDF of the form by going to the FORMS page on the risk management website:

<https://rcabrisk.org/trips-with-minors-forms/>

Please note: the e-signature function, which allows you to fill in your signature digitally, is only available after you download the form to your desktop.

This form may be copied on your parish/school letterhead.

#### Parish/School Administrator Permission Form

Field Trip Organizer: \_\_\_\_\_ Class: \_\_\_\_\_

# Students Attending: \_\_\_\_\_ # Chaperones: \_\_\_\_\_ (How many staff: \_\_\_\_\_; volunteers \_\_\_\_\_)

# Chaperones Certified CPR/First Aid: \_\_\_\_\_ Adult/Student Ratio: \_\_\_\_\_

Destination: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Distance RT: \_\_\_\_\_ Date/Time of Departure: \_\_\_\_\_

Departure Location: \_\_\_\_\_

Date/Time of Return: \_\_\_\_\_ Return Location: \_\_\_\_\_

##### METHOD OF TRANSPORTATION

###### DAY TRIP:

\_\_\_ Bus: \_\_\_\_\_

\_\_\_ Public Transportation: \_\_\_\_\_

\_\_\_ Walking: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

###### OVERNIGHT/INTERNATIONAL:

\_\_\_ Bus: \_\_\_\_\_

\_\_\_ Airline (include cities of departure/arrival): \_\_\_\_\_

\_\_\_ Train (include cities of departure/arrival): \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

# Trip Planning Checklist

## General Preparation

- ☐ Put field trip goals and objectives in writing.
- ☐ Obtain permission from administrator. (See sample Administrator Permission Form as needed.)
- ☐ Determine means of transportation.
- ☐ Determine number of chaperones needed. (See Guide for Trips with Minors for minimum requirements.)
- ☐ Send field trip permission forms/medical authorization waivers to parents/guardians.
- ☐ Allow time for CORI checks to be done and verify information.
- ☐ Allow time for completion of ***Protecting God's Children*** program and verify that it has been completed prior to the trip.
- ☐ If using volunteer drivers, verify age, background check, driver's history and completion of ***Protecting God's Children*** program prior to the trip.
- ☐ If volunteer is driving minors, obtain permission from parents/guardians of minors.
- ☐ Verify that every minor has handed in a permission slip.
- ☐ Have plan in place in case of disciplinary issues.

## Emergency Planning

- ☐ Prepare first aid kit to bring on trip.
- ☐ Prepare emergency action plan.
- ☐ Prepare roster of participants and chaperones, along with emergency contact information.
- ☐ Determine if any participant has special needs or medical conditions, including food or environmental allergies.
- ☐ If a participant has severe food allergies, ensure proper protocols are in place.
- ☐ Determine who will notify emergency contact in event of accident/injury.
- ☐ Confirm that at least one chaperone/staff member is certified in CPR/first aid.

## Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## Parish/School Administrator Permission Form

Field Trip Organizer: \_\_\_\_\_ Class: \_\_\_\_\_

# Students Attending: \_\_\_\_\_ # Chaperones: \_\_\_\_\_ (How many staff: \_\_\_\_\_; volunteers \_\_\_\_\_)

# Chaperones Certified CPR/First Aid: \_\_\_\_\_ Adult/Student Ratio: \_\_\_\_\_

Destination: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Distance RT: \_\_\_\_\_ Date/Time of Departure: \_\_\_\_\_

Departure Location: \_\_\_\_\_

Date/Time of Return: \_\_\_\_\_ Return Location: \_\_\_\_\_

### METHOD OF TRANSPORTATION

#### DAY TRIP:

\_\_\_ Bus: \_\_\_\_\_

\_\_\_ Public Transportation: \_\_\_\_\_

\_\_\_ Walking: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

#### OVERNIGHT/INTERNATIONAL:

\_\_\_ Bus: \_\_\_\_\_

\_\_\_ Airline (include cities of departure/arrival): \_\_\_\_\_

\_\_\_ Train (include cities of departure/arrival): \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

Purpose of Trip:

|                                     |
|-------------------------------------|
| How This Relates to the Curriculum: |
|-------------------------------------|

|                               |
|-------------------------------|
| Follow-up Activities Planned: |
|-------------------------------|

Total Cost of Trip: \_\_\_\_\_ Cost per student: \_\_\_\_\_

Method of Financing Adults: \_\_\_\_\_

**STAFF GOING ON TRIP:**

|       |       |
|-------|-------|
| Name: | Name: |
| Name: | Name: |
| Name: | Name: |
| Name: | Name: |
| Name: | Name: |

**OTHER CHAPERONES/AFFILIATION:**

|       |       |
|-------|-------|
| Name: | Name: |
| Name: | Name: |
| Name: | Name: |
| Name: | Name: |
| Name: | Name: |
| Name: | Name: |

| Approvals     | Date | Approvals         | Date |
|---------------|------|-------------------|------|
| Submitted by: |      | Principal/Pastor: |      |



## Appendix B: Liability Waiver & Medical Authorization Form

### Liability Waiver & Medical Authorization Form Parental Form For Child Under 18

Use the following pages to copy the form as needed, or download a PDF of the form by going to the FORMS page on the risk management website:

<https://rcabrisk.org/trips-with-minors-forms/>

Please note: the e-signature function, which allows you to fill in your signature digitally, is only available after you download the form to your desktop.

This form **SHOULD NOT** be copied on your parish/school letterhead. It should only be used as provided.

**Archdiocese of Boston**  
**Parental/Guardian Form for a Child under 18**  
**RELEASE AND INDEMNIFICATION AGREEMENT**

I, the lawful parent or guardian of \_\_\_\_\_ ("my child", which as used below shall include any and all of my aforementioned children participating in the below event and activities), on behalf of myself and my child, irrevocably release from all liability to the fullest extent permitted by the law, and hereby agree to indemnify, defend and hold harmless the Roman Catholic Archbishop of Boston, a corporation sole, its officers, agents, representatives, volunteers, chaplains, clergy, religious and employees including any and all parishes and ministries thereof (collectively, "RCAB"), from and against any and all liability, demands, actions, causes of action, claims, judgments, cost and expense, including but not limited to attorneys' fees, known or unknown at this time, arising out of or in any way related to any injury, illness, loss or other damage to person or property incurred: (a) by my child and/or myself while participating in or traveling to or from, or in any way arising out of, the following event or activity:

(EVENT NAME at VENUE NAME, CITY/TOWN, STATE on DATE)

and/or (b) by any other person sustaining or alleged to have sustained any injury, illness, loss or expense, including attorneys' fees, by reason of my child's or my negligent or wrongful act or omission.

I agree to instruct my child to cooperate with and follow the rules of the event or activity referenced above and any instructions of the RCAB. In the event my child does not cooperate with or follow same I agree that my child shall withdraw from the event or activity referenced above and that I shall, at my sole cost and expense, arrange for the immediate transportation of my child from the event or activity referenced above to my home, if so requested by RCAB.

**MEDICAL AUTHORIZATION**

I appoint RCAB or its agents as my lawful attorney-in-fact, to act for me in my name and stead and on my behalf, in any way that I would, in the reasonable and sole judgment of RCAB be expected to act if I were personally present, with respect to any injury, illness or medical emergency occurs during the activity. I authorize RCAB or its agents to give any and all consents and authorizations to any physician, dentist, hospital or other persons or institutions pertaining to any emergency medications, medical or dental treatments, diagnostic or surgical procedures or any other first aid and/or emergency actions as our attorney-in-fact shall deem necessary or appropriate for the best interest of my child/ward. I understand that RCAB through its agents will make a reasonable attempt to contact me as soon as reasonably possible in the event of medical emergency involving my child/ward.

The release/indemnification/defense provisions above shall apply to any such decision or action. The powers and authority granted herein may be revoked prospectively by written notice delivered in-hand to RCAB, provided that in such notice I confirm that I am immediately assuming full responsibility for all decisions and actions as to my child/ward's welfare and health. Absent receipt of such written notice this power of attorney shall not be affected by my disability, incapacity or adjudicated incompetence.

Roman Catholic Archbishop of Boston. A Corporation Sole.

# Archdiocese of Boston

## Parental/Guardian Form for a Child under 18 RELEASE AND INDEMNIFICATION AGREEMENT

I, the lawful parent or guardian of \_\_\_\_\_ ("my child", which as used below shall include any and all of my aforementioned children participating in the below event and activities), on behalf of myself and my child, irrevocably release from all liability to the fullest extent permitted by the law, and hereby agree to indemnify, defend and hold harmless the Roman Catholic Archbishop of Boston, a corporation sole, its officers, agents, representatives, volunteers, chaperones, clergy, religious and employees including any and all parishes and ministries thereof (**collectively, "RCAB"**), from and against any and all liability, demands, actions, causes of action, claims, judgments, cost and expense, including but not limited to attorneys' fees, known or unknown at this time, arising out of or in any way related to any injury, illness, loss or other damage to person or property incurred: (a) by my child and/or myself while participating in or traveling to or from, or in any way arising out of, the following event or activity:

---

**(EVENT NAME at VENUE NAME, CITY/TOWN, STATE on DATE)**

and/or (b) by any other person sustaining or alleged to have sustained any injury, illness, loss or expense, including attorneys' fees, by reason of my child's or my negligent or wrongful act or omission.

I agree to instruct my child to cooperate with and follow the rules of the event or activity referenced above and any instructions of the RCAB. In the event my child does not cooperate with or follow same I agree that my child shall withdraw from the event or activity referenced above and that I shall, at my sole cost and expense, arrange for the immediate transportation of my child from the event or activity referenced above to my home, if so requested by RCAB.

### MEDICAL AUTHORIZATION

I appoint RCAB or its agents as my lawful attorney-in-fact, to act for me in my name and stead and on my behalf, in any way that I would, in the reasonable and sole judgment of RCAB be expected to act if I were personally present, with respect to any injury, illness or medical emergency occurs during the activity. I authorize RCAB or its agents to give any and all consents and authorizations to any physician, dentist, hospital or other persons or institutions pertaining to any emergency medications, medical or dental treatments, diagnostic or surgical procedures or any other first aid and/or emergency actions as our attorney-in-fact shall deem necessary or appropriate for the best interest of my child/ward. I understand that RCAB through its agents will make a reasonable attempt to contact me as soon as reasonably possible in the event of medical emergency involving my child/ward.

The release/indemnification/defense provisions above shall apply to any such decision or action. The powers and authority granted herein may be revoked prospectively by written notice delivered in-hand to RCAB, provided that in such notice I confirm that I am immediately assuming full responsibility for all decisions and actions as to my child/ward's welfare and health. Absent receipt of such written notice this power of attorney shall not be affected by my disability, incapacity or adjudicated incompetence.

## Archdiocese of Boston

This power of attorney shall lapse automatically upon completion of the activity listed above that my child/ward is participating in or attending and related activities, and travel if any, and the return of my child/ward to me or my designee. Any revocation of such powers and authority shall not affect any other provision of this Release and Indemnification Agreement, each of which shall continue in full force and effect.

I understand and agree that RCAB is not and shall not be responsible for assuring that my child/ward takes any medication, prescription or otherwise, which may be indicated for my child/ward. There are no medical or psychological conditions, nor any life-threatening allergies to foods or medicines, that would limit my child/ward's full participation in the activity or require any special precautions except as I list here:

List any current medications and dosage (prescription and over-the-counter) that the RCAB might need to know about should an emergency arise here:

My child requires an EpiPen: Yes\_\_\_ No\_\_\_ If "yes," I will ensure my child has an EpiPen with him/her at all times. He/She will be responsible for administering treatment.

If any change occurs in the information that I provided with respect to emergency contacts or medical information, I shall provide immediate written notification of such change to the RCAB.

As evidenced by my signature below, RCAB and/or an agent thereof may use my child/ward's portrait or photograph for promotional purposes related to the advancement and development of the ministry of the Roman Catholic Church and the Archdiocese of Boston, and I hereby release, indemnify and agree to defend under the provisions above the RCAB and its agents from any and all liability, loss, damage and expense, including attorneys' fees, resulting from such use.

☐ I grant permission for my child/youth to be driven by approved chaperones of this trip.

**By signing below, I verify that I have carefully read and understand this statement and I am signing it freely and voluntarily in consideration of the RCAB's agreement to allow my child/ward to participate in this voluntary activity, trip or event, and as an inducement to the RCAB to permit such participation, without which it would not do so. I request that my child/ward be allowed to participate in the above-referenced activity, trip or event.**

Signature of Parent or Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Signature of child: \_\_\_\_\_ Date \_\_\_\_\_

# Archdiocese of Boston

## PLEASE PRINT THE FOLLOWING INFORMATION

Name of person signing this form: \_\_\_\_\_

Name of child: \_\_\_\_\_

Date of Birth of child: \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Phone:

Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

#1 Emergency Contact (other than yourself): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Emergency Contact Phone:

Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Family Doctor

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Health Insurance Provider: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Name of Parish/School & Town: \_\_\_\_\_

\_\_\_\_\_

Special Needs or Considerations for Your Child/Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Appendix B: Liability Waiver & Medical Authorization Form

### Liability Waiver & Medical Authorization Form Form For Adults

Use the following pages to copy the form as needed, or download a PDF of the form by going to the FORMS page on the risk management website:

<https://rcabrisk.org/trips-with-minors-forms/>

Please note: the e-signature function, which allows you to fill in your signature digitally, is only available after you download the form to your desktop.

This form **SHOULD NOT** be copied on your parish/school letterhead. It should only be used as provided.

**Archdiocese of Boston**

**This form should be completed by Adult Participant**  
**RELEASE AND INDEMNIFICATION AGREEMENT**

I, \_\_\_\_\_, irrevocably release from all liability to the fullest extent permitted by the law, and hereby agree to indemnify, defend and hold harmless the Roman Catholic Archbishop of Boston, a corporation sole, its officers, agents, representatives, volunteers, chaplains, clergy, religious and employees including any and all parishes and ministries thereof (collectively, "RCAB"), from and against any and all liability, demands, actions, causes of action, claims, judgments, cost and expense, including but not limited to attorneys' fees, known or unknown at this time, arising out of or in any way related to any injury, illness, loss or other damage to person or property incurred: (a) by myself while participating in or traveling to or from, or in any way arising out of, the following event or activity:

(EVENT NAME at VENUE NAME, CITY/TOWN, STATE on DATE)

and/or (b) by any other person sustaining or alleged to have sustained any injury, illness, loss or expense, including attorneys' fees, by reason of my negligent or wrongful act or omission.

I agree to cooperate with and follow the rules of the event or activity referenced above and any instructions of the RCAB. In the event that I do not cooperate with or follow the instructions of RCAB, I agree that I shall withdraw from the event or activity referenced above and that I shall, at my sole cost and expense, arrange for the immediate transportation from the event or activity referenced above to my home, if so requested by RCAB.

**MEDICAL AUTHORIZATION**

I appoint RCAB or its agents as my lawful attorney-in-fact, to act for me in my name and stead and on my behalf: if I am unable to do so, in the reasonable and sole judgment of RCAB be expected to act if I were able, with respect to any injury, illness or medical emergency occurs during the activity.

If needed, I authorize RCAB or its agents to give any and all consents and authorizations to any physician, dentist, hospital or other persons or institutions pertaining to any emergency medications, medical or dental treatments, diagnostic or surgical procedures or any other first aid and/or emergency actions as our attorney-in-fact shall deem necessary or appropriate for my best interest. I understand that RCAB through its agents will make a reasonable attempt to contact my emergency contact soon as reasonably possible in the event of medical emergency.

The release/indemnification/defense provisions above shall apply to any such decision or action.

The powers and authority granted herein may be revoked prospectively by written notice delivered in-hand to RCAB, provided that in such notice I confirm that I am immediately assuming full responsibility for all decisions and actions as to my welfare and health. Absent receipt of such written notice this power of attorney shall not be affected by my disability, incapacity or adjudicated incompetence.

Roman Catholic Archbishop of Boston. A Corporation Sole.

# Archdiocese of Boston

## **This form should be completed by Adult Participant RELEASE AND INDEMNIFICATION AGREEMENT**

I \_\_\_\_\_ irrevocably release from all liability to the fullest extent permitted by the law, and hereby agree to indemnify, defend and hold harmless the Roman Catholic Archbishop of Boston, a corporation sole, its officers, agents, representatives, volunteers, chaperones, clergy, religious and employees including any and all parishes and ministries thereof (**collectively, "RCAB"**), from and against any and all liability, demands, actions, causes of action, claims, judgments, cost and expense, including but not limited to attorneys' fees, known or unknown at this time, arising out of or in any way related to any injury, illness, loss or other damage to person or property incurred: (a) by myself while participating in or traveling to or from, or in any way arising out of, the following event or activity:

---

(EVENT NAME at VENUE NAME, CITY/TOWN, STATE on DATE)

and/or (b) by any other person sustaining or alleged to have sustained any injury, illness, loss or expense, including attorneys' fees, by reason of my negligent or wrongful act or omission.

I agree to cooperate with and follow the rules of the event or activity referenced above and any instructions of the RCAB. In the event that I do not cooperate with or follow the instructions of RCAB, I agree that I shall withdraw from the event or activity referenced above and that I shall, at my sole cost and expense, arrange for the immediate transportation from the event or activity referenced above to my home, if so requested by RCAB.

### **MEDICAL AUTHORIZATION**

I appoint RCAB or its agents as my lawful attorney-in-fact, to act for me in my name and stead and on my behalf, if I am unable to do so, in the reasonable and sole judgment of RCAB be expected to act if I were able, with respect to any injury, illness or medical emergency occurs during the activity.

If needed, I authorize RCAB or its agents to give any and all consents and authorizations to any physician, dentist, hospital or other persons or institutions pertaining to any emergency medications, medical or dental treatments, diagnostic or surgical procedures or any other first aid and/or emergency actions as our attorney-in-fact shall deem necessary or appropriate for my best interest. I understand that RCAB through its agents will make a reasonable attempt to contact my emergency contact soon as reasonably possible in the event of medical emergency.

The release/indemnification/defense provisions above shall apply to any such decision or action.

The powers and authority granted herein may be revoked prospectively by written notice delivered in-hand to RCAB, provided that in such notice I confirm that I am immediately assuming full responsibility for all decisions and actions as to my welfare and health. Absent receipt of such written notice this power of attorney shall not be affected by my disability, incapacity or adjudicated incompetence.

## Archdiocese of Boston

This power of attorney shall lapse automatically upon completion of the activity listed above that I am participating in or attending and related activities, and travel if any, and my return. Any revocation of such powers and authority shall not affect any other provision of this Release and Indemnification Agreement, each of which shall continue in full force and effect.

I understand and agree that RCAB is not and shall not be responsible for assuring that I take any medication, prescription or otherwise, which may be indicated for me. There are no medical or psychological conditions, nor any life-threatening allergies to foods or medicines, that would limit my full participation in the activity or require any special precautions except as I list here:

List any current medications and dosage (prescription and over-the-counter) that the RCAB might need to know about should an emergency arise here:

If any change occurs in the information which I have provided with respect to emergency contacts or medical information I shall provide immediate written notification of such change to the RCAB.

As evidenced by my signature below, RCAB and/or an agent thereof may use my portrait or photograph for promotional purposes related to the advancement and development of the ministry of the Roman Catholic Church and the Archdiocese of Boston, and I hereby release, indemnify and agree to defend under the provisions above the RCAB and its agents from any and all liability, loss, damage and expense, including attorneys' fees, resulting from such use.

**By signing below, I verify that I have carefully read and understand this statement and that I am signing it freely and voluntarily in consideration of the RCAB's agreement to allow me to participate in this voluntary activity, trip or event, and as an inducement to the RCAB to permit such participation, without which it would not do so. I request that I be allowed to participate in the above-referenced activity, trip or event.**

Signature of Adult Participant: \_\_\_\_\_ Date \_\_\_\_\_

# Archdiocese of Boston

## PLEASE FILL IN THE FOLLOWING INFORMATION

Name of person signing this form: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### **Emergency Contact Information**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Family Doctor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Name of Parish/School & Town: \_\_\_\_\_

\_\_\_\_\_

Special Needs or Considerations/Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Appendix C: Code of Conduct

### Code of Conduct for Adults

Use the following pages to copy the **Code of Conduct for Adult Employees and Clergy** and the **Code of Conduct for Adult Volunteers** as needed, or download PDFs by going to the FORMS page on the risk management website:

<https://rcabrisk.org/trips-with-minors-forms/>

**Archdiocese of Boston**

CODE OF CONDUCT OF THE ROMAN CATHOLIC ARCHDIOCESE OF BOSTON

The Roman Catholic Archbishop of Boston (the "Archbishop") places the highest value on the integrity and high moral standards of those associated with the work of the Church. With these principles in mind, the Archbishop, in both his canonical role and on behalf of Roman Catholic Archbishop of Boston, a Corporation Sole ("RCAB"), hereby promulgates this Code of Conduct (the "Code" or "Code of Conduct").

This Code of Conduct shall apply to all employees of RCAB and all clergy incardinated in the Archdiocese of Boston and those clergy who have received faculties to minister within the Archdiocese ("Church Personnel"). This Code shall apply to all central ministries, parishes, shrines, chapels, and parish schools. This Code shall not apply to separately incorporated organizations, including, but not limited to, Catholic Charities, independent Catholic Schools, or other Catholic organizations. However, these organizations are encouraged to adopt a Code of Conduct based upon this model.

Responsibility for adherence to the Code rests with each individual. It is required that all Church Personnel shall have read the Code carefully and understand what is expected of them in their employment/ministry with the Archdiocese of Boston.

**Principles of Ethics and Integrity**

As representatives of the Church and of the Archbishop, all Church Personnel must act responsibly and in a manner that will reflect favorably on the Church and the Archdiocese. Accordingly:

1. Church Personnel will, in the exercise of their responsibilities for the Archdiocese, conduct themselves in a manner that is consistent with the teachings of The Roman Catholic Church as enunciated by the Holy Father and the Bishops in communion with him, more specifically, Church Personnel shall, in all such matters, accept, rely upon and defer to the teaching authority of the Archbishop in all matters of faith and morals.
2. Church Personnel will exhibit the highest ethical standards and personal integrity.

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RCAB Code of Conduct 2023 - English



# Archdiocese of Boston

## **CODE OF CONDUCT OF THE ROMAN CATHOLIC ARCHDIOCESE OF BOSTON**

The Roman Catholic Archbishop of Boston (the “Archbishop”) places the highest value on the integrity and high moral standards of those associated with the work of the Church. With these principles in mind, the Archbishop, in both his canonical role and on behalf of Roman Catholic Archbishop of Boston, a Corporation Sole (“RCAB”), hereby promulgates this Code of Conduct (the “Code” or “Code of Conduct”).

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### ***Principles of Ethics and Integrity***

As representatives of the Church and of the Archbishop, all Church Personnel must act responsibly and in a manner that will reflect favorably on the Church and the Archdiocese. Accordingly:

1. Church Personnel will, in the exercise of their responsibilities for the Archdiocese, conduct themselves in a manner that is consistent with the teachings of The Roman Catholic Church as enunciated by the Holy Father and the Bishops in communion with him; more specifically, Church Personnel shall, in all such matters, accept, rely upon and defer to the teaching authority of the Archbishop in all matters of faith and morals.
2. Church Personnel will exhibit the highest ethical standards and personal integrity.

3. Church Personnel will continually and objectively examine and evaluate their own actions and intentions to ensure that their behavior promotes the welfare and reputation of the Archdiocese.
4. Church Personnel will follow applicable federal, state and local laws and regulations, including, without limitation, mandated reporting requirements to the extent legally applicable.
5. Church Personnel will establish clear, appropriate boundaries with anyone with whom they have a ministerial, business or professional relationship.
6. Church Personnel will be responsible stewards of the resources, human and financial, of the Archdiocese, observing both canon and civil law, and making decisions concerning the disposition of resources that reflect Catholic social and moral teaching. Church Personnel must not, for any reason, exploit the trust placed in them by the faith community.
7. Church Personnel who are properly authorized to provide pastoral counseling or spiritual direction must recognize the special relationship that will necessarily evolve with such individuals seeking these pastoral services.
  - They must not develop inappropriate relationships with any individual, must always conduct themselves in a professionally supportive manner at all times, must be appropriately discrete, and must never exploit an individual for sexual or other inappropriate purposes.
  - They must respect the rights and protect the welfare of each individual, while at the same time recognizing their legal obligations to share information with others when required.
  - They must never purport to act beyond their level of competency in counseling situations and shall refer individuals to other professionals when appropriate.
  - They should always carefully consider the possible consequences before entering a counseling relationship with someone with whom they have a pre-existing relationship (e.g., employee, professional colleague, friend, or other pre-existing relationship).
  - They must never engage in sexual intimacies with any individual seeking such pastoral services, including consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments, nor should they ever engage in sexual intimacies with individuals who are close to the individual, such as relatives or friends of the individual.

- They must never permit, cause, encourage or assist in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a child, displaying intimate parts, in motion or not in motion, alone or with other persons, or the depiction of a child in apparent observation of sex acts by others in the child's presence;
  - They must never display or distribute to a child any picture, photograph, book, pamphlet, digital image, movie or magazine the cover or content of which is principally made up of descriptions or depictions of sexual acts or contact, or which consists of pictures of nude or partially nude figures posed or presented in a manner which the average person applying contemporary community standards would find, taken as a whole, appeals to the prurient interest.
  - They must assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counselling and counseling-related relationships and recognize that inappropriate physical contact of any kind (e.g., touching, hugging, holding) with any such individuals can be misunderstood and should be avoided.
  - While respecting applicable confidentiality, sessions should be conducted in visible and accessible settings (with other persons in the building whenever feasible). Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship with the individual.
  - Whenever good judgement under the circumstances dictate, they should maintain a record of the times and places of sessions with each individual.
8. They must avoid inappropriate communications with any individuals on social media or other means of electronic or video technology (*Cross reference Social Media Guidelines*).
9. Church Personnel must not engage in or encourage physical, psychological, written, social media-based or verbal harassment of individuals with whom they interact and should seek to provide and preserve a professional work environment that is free from intimidation and harassment. (*Cross reference RCAB Sexual Harassment Policy*)
- Harassment encompasses a broad range of physical, written, social media-based, or verbal behavior, including, but not limited to: physical or mental abuse, racial insults, derogatory ethnic slurs, bullying, unwelcome sexual advances or touching, sexual comments or sexual jokes, requests for sexual favors used as a condition of employment, or

to affect other personnel decisions, such as promotion or compensation, and the display of offensive materials.

- Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.

10. Church Personnel working with children and youth under age 18 and any individual over the age of 18 who habitually lacks the use of reason (“Protected Individuals”) must maintain an open and trustworthy relationship with them and their parents, guardians or other adults responsible for their welfare, must be aware of their own and others’ vulnerability when working alone with them and should consider a collaborative approach when working with them.

- Physical contact with Protected Individuals can be misunderstood and should occur only when completely nonsexual and otherwise appropriate under the circumstances, and never in private. One-on-one meetings with any Protected Individual are best held in a visible and accessible location, or if that is not feasible, then another Church Personnel should be notified about the meeting. While maintaining the confidentiality of sacramental confession as necessary, it is always a safe practice to have two adults in the area where Protected Individuals are present.
- Church Personnel should always refrain from a) the illegal possession and/or illegal use of drugs and/or alcohol, and b) the use of alcohol when working with Protected Individuals. Adults should never purchase or otherwise provide access to alcohol, drugs, cigarettes, or any inappropriate videos or reading material (such as pornography) to Protected Individuals.
- Other than under emergency circumstances, Church Personnel should not provide shared, private, or overnight accommodation for anyone, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present, if applicable.

### ***Violations/Reporting***

Violations of this Code of Conduct should be taken seriously and should be reported to the appropriate civil and ecclesial authorities according to the policies and procedures of the Archdiocese of Boston. There shall be no retaliation for any such reporting. Church Personnel should review and know the contents of the child abuse regulations and reporting requirements for The Commonwealth of Massachusetts and should always follow those mandates. Violations

reported to the Archdiocese of Boston shall be responded to in the appropriate manner and according to established policies.

### ***Confidentiality***

The following obligations regarding confidentiality are independent of, and subject at all times to, the confidentiality of the Sacrament of Confession as defined by Canon Law. Under no circumstances whatsoever can there be any disclosure of information received solely through the Sacrament of Confession as defined by Canon Law. Under no circumstances whatsoever can there be any disclosure of information received solely through the Sacrament of Confession.

Information obtained during pastoral counselling or spiritual direction should be confidential, except for compelling professional reasons or as required by law. In all cases, however, sound pastoral judgment and discretion should be exercised. If there is clear and imminent danger to the individual being counselled or to others, Church Personnel may disclose only the information necessary to protect the parties affected and to prevent harm. Before disclosure is made, if feasible, Church Personnel should inform the person being counseled about the disclosure and the potential consequences.

While counseling a Protected Individual, if Church Personnel discover a reasonable cause to believe that there is a serious threat to the Protected Individual's health or welfare, including sexual abuse or neglect, or a disclosure is made indicating that the Protected Individual is being abused in any way, such Church Personnel should contact the appropriate civil and ecclesial authorities and make a report consistent with this Code of Conduct.

### ***Church Personnel Well-being***

Church Personnel have the duty to be responsible for their own spiritual, physical, mental, and emotional health. They should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health, and seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.



# Archdiocese of Boston

## **CODE OF CONDUCT FOR VOLUNTEERS** **OF THE ROMAN CATHOLIC ARCHDIOCESE OF BOSTON**

The Roman Catholic Archbishop of Boston (the “Archbishop”) places the highest value on the integrity and high moral standards of those who volunteer in support of the work of the Church. With these principles in mind, the Archbishop, in both his canonical role and on behalf of Roman Catholic Archbishop of Boston, a Corporation Sole (“RCAB”), hereby promulgates this Code of Conduct for Volunteers (the “Code” or “Code of Conduct”).

This Code of Conduct shall apply to all volunteers (“Volunteers”) who support central ministries, parishes, shrines, chapels, and/or parish schools. A “Volunteer” means an individual who performs authorized voluntary service to or for the benefit of RCAB or any department, institution, affiliate or agency thereof, without compensation, for the benefit of the Church and in aid of a recognized RCAB purpose. A Volunteer is not an employee and may be released at any time, without cause or reason, and without right of appeal. This Code shall not apply to separately incorporated organizations, including, but not limited to, Catholic Charities, independent Catholic Schools, or other Catholic organizations. However, those organizations are encouraged to adopt a Code of Conduct based upon this model.

Responsibility for adherence to the Code rests with each individual. It is required that all Volunteers shall have read the Code carefully and understand what is expected of them in their respective roles with the Archdiocese of Boston.

### ***Principles of Ethics and Integrity***

As representatives of the Church and of the Archbishop, all Volunteers must act responsibly and in a manner that will reflect favorably on the Church and the Archdiocese.

Accordingly:

1. Volunteers will, in the exercise of their responsibilities for the Archdiocese, conduct themselves in a manner that is consistent with the teachings of the Roman Catholic Church as enunciated by the Holy Father and the Bishops in communion with him; more specifically, Volunteers shall, in all such matters, accept, rely upon and defer to the teaching authority of the Archbishop in all matters of faith and morals.

2. Volunteers will exhibit the highest ethical standards and personal integrity.
3. Volunteers will continually and objectively examine and evaluate their own actions and intentions to ensure that their behavior promotes the welfare and reputation of the Archdiocese.
4. Volunteers will follow applicable federal, state and local laws and regulations, including, without limitation, mandated reporting requirements to the extent legally applicable.
5. Volunteers will establish clear, appropriate boundaries with anyone with whom they have a relationship in their role as a Volunteer.
6. Church Personnel will be responsible stewards of the resources, human and financial, of the Archdiocese, which are entrusted to them in their role as a Volunteer.
7. Volunteers must not engage in or encourage physical, psychological, written, social media-based or verbal harassment of individuals with whom they interact and should seek to provide and preserve a professional environment that is free from intimidation and harassment.
  - Harassment encompasses a broad range of physical, written, social media-based, or verbal behavior, including, but not limited to: physical or mental abuse, racial insults, derogatory ethnic slurs, bullying, unwelcome sexual advances or touching, sexual comments or sexual jokes, requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation, and the display of offensive materials.
  - Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.
8. Volunteers working with children and youth under age 18 and any individual over the age of 18 who habitually lacks the use of reason (“Protected Individuals”) must maintain an open and trustworthy relationship with them and their parents, guardians or other adults responsible for their welfare, must be aware of their own and others’ vulnerability when working alone with them and should consider a collaborative approach when working with them.
  - Physical contact with Protected Individuals can be misunderstood and should occur only when completely nonsexual and otherwise appropriate under the circumstances, and never in private. One-on-one meetings with any Protected Individual are best held in a visible and accessible location, or if that is not

feasible, then another appropriate individual should be notified about the meeting.

- Volunteers should always refrain from a) the illegal possession and/or illegal use of drugs and/or alcohol, and b) the use of alcohol when working with Protected Individuals. Adults should never purchase or otherwise provide access to alcohol, drugs, cigarettes, or any inappropriate videos or reading material (such as pornography) to Protected Individuals.
- The following actions are specifically prohibited :
  - Permitting, causing, encouraging or assisting in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a child, displaying intimate parts, in motion or not in motion, alone or with other persons, or the depiction of a child in apparent observation of sex acts by others in the child's presence;
  - Displaying or distributing to a child any picture, photograph, book, pamphlet, digital image, movie or magazine the cover or content of which is principally made up of descriptions or depictions of sexual acts or contact, or which consists of pictures of nude or partially nude figures posed or presented in a manner which the average person applying contemporary community standards would find, taken as a whole, appeals to the prurient interest.
- Other than under emergency circumstances, Volunteers should not provide shared, private, or overnight accommodation for anyone, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present, if applicable.

### ***Confidentiality***

All Volunteers should be respectful of the privacy of others with whom they come in contact in their role as Volunteers. Confidentiality, where appropriate, should be honored at all times.

### ***Volunteers Well-being***

Volunteers have the duty to be responsible for their own spiritual, physical, mental, and emotional health. They should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health, and seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.



## Appendix C: Code of Conduct

### Code of Behavior for Children and Youth

Use the following page to copy the Code of Behavior for Children and Youth as needed, or download a PDF of the Code of Behavior for Children and Youth by going to the FORMS page on the risk management website:

<https://rcabrisk.org/trips-with-minors-forms/>

Please note: the e-signature function, which allows you to fill in your signature digitally, is only available after you download the form to your desktop.

This form may be copied on your parish/school letterhead.

#### CODE OF BEHAVIOR

We are glad that you will be sharing this experience with us during our trip. We know that you will represent your parish/school well. We expect that you will display mature and responsible behavior during the trip.

We want you to know what our expectations are for you during the trip. Please read these items over carefully. They have been crafted in light of our experience over the past several years. We believe that these rules will ensure that your trip will be enjoyable and profitable for all. Please note that all participants will be expected to live by these regulations.

#### Some Rules:

1. Individuals are responsible for their actions. Each participant or parent/guardian will take full responsibility for any damage or theft done by members of their group.
2. Adult team members and participants will be expected to help implement this code of behavior. Children/youth participants should respect these adults as they fulfill their role.
3. Participants are expected to attend all activities.
4. No visiting is allowed in rooms by members of the opposite sex.
5. All participants must stay in their respective rooms during the hours assigned for sleep.
6. The purchase, possession, or consumption of any alcoholic beverage and the possession or use of any illegal drugs by any participant will not be tolerated. Any infraction of these rules will mean immediate dismissal from the trip at parents' or guardians' expense.
7. Whenever the schedule calls for small group activities, each participant must be with the leader(s) and members of his or her small group.
8. All participants will be expected to observe the rules of the locale.
9. In the unlikely event that a behavior problem, based on the above, requires extreme action, it is likely that immediate dismissal from the program will result.
10. All Protecting God's Children guidelines should be observed throughout the duration of this event.

As a member of my school or parish, I understand and agree to abide by the Code of Behavior. I also understand and agree that I will notify my parent(s) or guardian(s) at the time of any infractions requiring my dismissal from this trip. In that circumstance, I understand and agree that I will be sent home at my own or my parents' or my guardians' expense.

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## CODE OF BEHAVIOR

We are glad that you will be sharing this experience with us during our trip. We know that you will represent your parish/school well. We expect that you will display mature and responsible behavior during the trip.

We want you to know what our expectations are for you during the trip. Please read these items over carefully. They have been crafted in light of our experience over the past several years. We believe that these rules will ensure that your trip will be enjoyable and profitable for all. Please note that all participants will be expected to live by these regulations.

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Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix D: Modesty Guidelines

Use the following pages to copy the form as needed, or download a PDF of the form by going to the FORMS page on the risk management website:

<https://rcabrisk.org/trips-with-minors-forms/>

This form may be copied on your parish/school letterhead.

### Modesty Guidelines

During the trip, we encourage all participants to respect their own bodies and those of others in every sense, including through the way we dress. This effort is rooted in an understanding of each human person's dignity as being created in the image and likeness of God. We strive to call attention to the whole person through our dress and reject things that call attention to particular parts of the person which tend toward the objectification of another human being. We require all children/youth and adults to adhere to our modesty guidelines found below. These guidelines also apply for any "messy" clothes or other activities. Our chaperones/leaders will ask you to change if you are wearing something that violates the guidelines.

#### General Rules

- No inappropriate words or pictures on any clothing (i.e. vulgar language, violent, sexual, discriminatory, offensive, or tobacco/vape/cigarette/juul/alcohol promoting content).
- No visible underwear
- No clothing with visible rips, tears, or holes
- No extremely tight clothing
- You must be fully dressed in all common areas (for example: shirts must stay on while playing sports, etc.)

#### Tops

- No cleavage-bearing or midriff-bearing shirts. Please make sure your shirt covers your entire stomach and back while sitting and with your arms raised above your head
- Shirts that are transparent (see-through), expose a bare back, halter tops, and tube tops are prohibited
- No tank tops - Short sleeves only. All shirts must also cover your chest and undergarments with nothing visible through armholes

#### Bottoms

- Must be worn at the waist (sagging is not allowed)
- No short shorts - All shorts must cover your thighs. Many activities involve bending, running, and sitting. If you place your hands at your sides, your shorts should be at least as long as your fingertips
- No tight pants - Please do not wear tight, leggings, yoga pants, or any style of form-fitting work-out pants unless they are underneath a top or additional bottom piece that reaches your fingertips

#### Mass & Chapel

- Liturgies, any public prayer of the Church, are sacred and require reverence for God and others. Part of this reverence for God and others is found in appropriate dress. Therefore, the following additional guidelines regarding "church" attire apply:
  - Everyone will be expected to remove any hats, bandanas, gum, etc. during any liturgy or prayer time in the chapel
  - While more formal clothes are not required for Mass, nicer clothes for Masses is desirable
  - It is important to follow the particular local customs and protocols, especially during international travel

## Modesty Guidelines

During the trip, we encourage all participants to respect their own bodies and those of others in every sense, including through the way we dress. This effort is rooted in an understanding of each human person's dignity as being created in the image and likeness of God. We strive to call attention to the whole person through our dress and reject things that call attention to particular parts of the person which tend toward the objectification of another human being. We require all children/youth and adults to adhere to our modesty guidelines found below. These guidelines also apply for any "messy" clothes or other activities. Our chaperones/leaders will ask you to change if you are wearing something that violates the guidelines.

### General Rules

- No inappropriate words or pictures on any clothing (ie- vulgar language, violent, sexual, discriminatory, offensive, or tobacco/vape/e-cigarette/Juul/alcohol promoting content).
- No visible underwear
- No clothing with visible rips, tears, or holes
- No extremely tight clothing
- You must be fully dressed in all common areas (for example: shirts must stay on while playing sports, etc.)

### Tops

- No cleavage-bearing or midriff-bearing shirts. Please make sure your shirt covers your entire stomach and back while sitting and with your arms raised above your head
- Shirts that are transparent (see-through), expose a bare back, halter tops, and tube tops are prohibited
- No tank tops – Short sleeves only. All shirts must also cover your chest and undergarments with nothing visible through armholes

### Bottoms

- Must be worn at the waist (sagging is not allowed)
- No short shorts - All shorts must cover your thighs. Many activities involve bending, running, and sitting. If you place your hands at your sides, your shorts should be at least as long as your fingertips
- No tight pants - Please do not wear tights, leggings, yoga pants, or any style of form-fitting work-out pants unless they are underneath a top or additional bottom piece that reaches your fingertips

### Mass & Chapel

- Liturgies, any public prayer of the Church, are sacred and require reverence for God and others. Part of this reverence for God and others is found in appropriate dress. Therefore, the following additional guidelines regarding "church" attire apply:
  - Everyone will be expected to remove any hats, bandanas, gum, etc. during any liturgy or prayer time in the chapel
  - While more formal clothes are not required for Mass, nicer clothes for Masses is desirable
  - It is important to follow the particular local customs and protocols, especially during international travel



## Appendix E: Distracted Driving Fact Sheet

Use the following page to copy the Fact Sheet as needed, or download a PDF of the Fact Sheet by clicking here:

<https://rcabrisk.org/distracted-driving-fact-sheet/>

**RCAB**  
Office of Risk  
Management

### Distracted Driving

For Parish and School Communities

**2024**

**“Every single time you take your eyes off the road or risk on the phone while you’re driving – even for just a few seconds – you put yourself and others in danger.”** Ray LaHood, US Secretary of Transportation

**Distractions include:**

- Cell phone use
- Texting
- Eating or drinking
- Talking to passengers
- Counting
- Reading, including maps
- Using a GPS
- Watching a video
- Adjusting a radio

**Massachusetts Law**

Ban on all cell phone use – handheld and hands-free – for bus drivers (primary law)

Ban on all cell phone use – handheld and hands-free – for novice drivers (primary law)

Ban on texting for all drivers (primary law)

*A primary law means that an officer can cite a driver for the offense without any other traffic violations being present.*

**What is Distracted Driving?**

Distracted driving is not new; it has been an issue for as long as humans have been driving. Distracted driving is any activity that diverts a person’s attention away from the primary task of driving. All distractions endanger lives, passengers, and bystanders safety, but there are three main types of distractions:

**Manual** taking your hands off the wheel,  
**Visual** taking your eyes off the road, and  
**Cognitive** taking your mind off driving.

Cell phone use is the most dangerous of all distractions because it requires visual, manual and cognitive attention from the driver.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

**Cell Phone Statistics**

Using a cell phone while driving, whether it’s handheld or hands-free, delays a driver’s reactions as much as having a blood alcohol concentration at the legal limit of 0.08 percent.

Studies also show that breaking cell phone use is not substantially safer than hand-held use. The benefits of talking on a cell phone – even if it’s hands-free – sap the brain of 39% of the energy it would ordinarily devote to safe driving.

**Text Messaging**

Text messaging and driving are a fatal mix. Studies show that text messaging creates a crash risk 23 times worse than driving while not distracted. Sending or receiving a text takes a driver’s eyes from the road for an average of 4.6 seconds. At 55 mph, that’s like driving the length of an entire football field, blindfolded.

**If it’s dangerous, why do people do it?**

Most people know about the risks of texting and driving, but they think it can’t happen to them. Or they simply lead busy, stressful lives and use cell phones to stay connected with their families, friends, and workplaces. Statistics show that 25-34 year olds are involved in the most distracted driving fatal car accidents, and 44% of distracted driving auto accidents involving a teenager resulted in a fatality.

**Other Distractions**

Cell phones are not the only distractions to consider – manipulating your car’s GPS system or tuning the channels on your car radio can also result in serious accidents.

**Cell Phone Use Policy**

To help educate your drivers, you may want to institute a distracted driving policy for your parish or school. Put the policy in writing and ask all who drive as part of their job or ministry (both staff and volunteers) to read and sign the policy.

The policy should include a pledge not to talk on the phone or text while driving. In addition, be sure drivers are aware of the laws. Because the law varies from state to state, never assume the law is common knowledge.

**Distraction.gov**

For more information, please see the official US government website for distracted driving: [distraction.gov](http://distraction.gov)

Sources: National Highway Traffic Safety Administration and the US Department of Transportation.

[www.rcabrisk.org](http://www.rcabrisk.org)

RCAB Office of Risk Management • 66 Brookline Drive, Boston, MA 02114



*"Every single time you take your eyes off the road or talk on the phone while you're driving - even for just a few seconds - you put yourself and others in danger."* Ray LaHood, US Secretary of Transportation

## Distractions include:

- Cell phone use
- Texting
- Eating or drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Using a GPS
- Watching a video
- Adjusting a radio

## Massachusetts Law

Ban on all cell phone use  
- handheld and hands-free  
- for bus drivers (primary law)

Ban on all cell phone use  
- handheld and hands-free  
- for novice drivers (primary law)

Ban on texting for all drivers (primary law)

*A primary law means that an officer can ticket a driver for the offense without any other traffic violations taking place.*

## What is Distracted Driving?

Distracted driving is not new; it has been an issue for as long as humans have been driving. Distracted driving is any activity that diverts a person's attention away from the primary task of driving. All distractions endanger driver, passenger, and bystander safety, but there are three main types of distractions:

**Manual:** taking your hands off the wheel;

**Visual:** taking your eyes off the road; and

**Cognitive:** taking your mind off driving.

Cell phone use is the most dangerous of all distractions because it requires visual, manual and cognitive attention from the driver.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

## Cell Phone Statistics

Using a cell phone while driving, whether it's hand-held or hands-free, delays a driver's reactions as much as having a blood alcohol concentration at the legal limit of .08 percent.

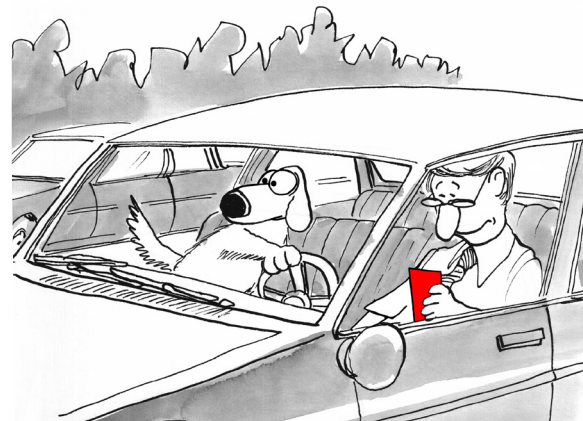
Studies also show that headset cell phone use is not substantially safer than hand-held use. The burden of talking on a cell phone - even if it's hands-free - saps the brain of 39% of the energy it would ordinarily devote to safe driving.

## Text Messaging

Text messaging and driving are a fatal mix. Studies show that text messaging creates a crash risk 23 times worse than driving while not distracted. Sending or receiving a text takes a driver's eyes from the road for an average of 4.6 seconds. At 55 mph, that's like driving the length of an entire football field, blindfolded.

## If it's dangerous, why do people do it?

Most people know about the risks of texting and driving, but they think it can't happen to them. Or they simply lead busy, stressful lives and use cell phones to stay connected with their



families, friends, and workplaces. Statistics show that 25-34 year olds are involved in the most distracted driving fatal car accidents, and 44% of distracted driving auto accidents including a teenager resulted in a fatality.

## Other Distractions

Cell phones are not the only distractions to consider - manipulating your car's GPS system or surfing the channels on your car radio can also result in serious accidents.

## Cell Phone Use Policy

To help educate your drivers, you may want to institute a distracted driving policy for your parish or school. Put the policy in writing and ask all who drive as part of their job or ministry (both staff and volunteers) to read and sign the policy.

The policy should include a pledge not to talk on the phone or text while driving. In addition, be sure drivers are aware of the laws. Because the law varies from state to state, never assume the law is common knowledge.

## Distraction.gov

For more information, please see the official US government website for distracted driving: [distraction.gov](https://www.distraction.gov)

Sources: National Highway Traffic Safety Administration and the US Department of Transportation.



## Appendix F: Volunteer Driver Form

Use the following page to copy the form as needed, or download a PDF of the form by going to the FORMS page on the risk management website:

<https://rcabrisk.org/trips-with-minors-forms/>

Please note: the e-signature function, which allows you to fill in your signature digitally, is only available after you download the form to your desktop.

This form may be copied on your parish/school letterhead.

**VOLUNTEER DRIVER FORM**

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Year, Make & Model of Vehicle: \_\_\_\_\_

Insurance Company's Name: \_\_\_\_\_

Liability Limits: \_\_\_\_\_

(State Minimum limits required, Limits of \$100,000/\$300,000 recommended)

**Please provide a copy of Proof of Insurance and valid driver's license for our files.**

To provide for the safety of those we serve, we ask each volunteer to answer the following questions with a **YES** or **NO**.

1. I have a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years. **YES** or **NO**
2. I have two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years. **YES** or **NO**
3. I have 3 or more moving violations and/or accidents in the last three years. **YES** or **NO**

**Please be aware that as a volunteer driver, your insurance is primary.**

Thank you for helping us with our transportation needs.

**Certification/Pledge**

*I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.*

*I pledge not to make phone calls or text while operating a vehicle as a volunteer. I will pull over to a safe place and come to a stop prior to any such use.*

Volunteer Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

## VOLUNTEER DRIVER FORM

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Year, Make & Model of Vehicle: \_\_\_\_\_

Insurance Company's Name: \_\_\_\_\_

Liability Limits: \_\_\_\_\_

(State Minimum limits required, Limits of \$100,000/\$300,000 recommended)

**Please provide a copy of Proof of Insurance and valid driver's license for our files.**

To provide for the safety of those we serve, we ask each volunteer to answer the following questions with a **YES** or **NO**.

1. I have a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years. **YES** or **NO**
2. I have two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years. **YES** or **NO**
3. I have 3 or more moving violations and/or accidents in the last three years. **YES** or **NO**

**Please be aware that as a volunteer driver, your insurance is primary.**

Thank you for helping us with our transportation needs.

### **Certification/Pledge**

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*I pledge not to make phone calls or text while operating a vehicle as a volunteer. I will pull over to a safe place and come to a stop prior to any such use.*

\_\_\_\_\_  
Volunteer Driver Signature

\_\_\_\_\_  
Date



## Appendix G: Food Allergies Fact Sheet

Use the following page to copy the Fact Sheet as needed, or download a PDF of the Fact Sheet by clicking here:

<https://rcabrisk.org/wp-content/uploads/2022/11/Overview-of-Food-Allergies-Fact-Sheet.pdf>

### FOOD ALLERGY FACT SHEET

#### Overview of Food Allergies

**What is a food allergy?**  
A food allergy is when the body mistakenly reacts to a certain food or ingredient as if it were harmful. The food that causes the reaction is called an allergen.

**What are the symptoms of a food allergy reaction?**  
Symptoms can happen within a few minutes or up to a few hours after being eaten, inhaled, or coming in contact with the allergen. Symptoms can be seen or felt in different parts of the body.

- Hives (red, itchy, swollen, itchy areas on the skin)
- Skin rash of eczema
- Swelling of the tongue or throat and difficulty breathing
- Itching in the mouth, throat, or ear canal
- Abdominal cramps, nausea, diarrhea, and/or vomiting
- Nasal congestion or a runny nose
- Sneezing or slight, dry cough
- Odd taste in the mouth
- Trouble swallowing
- Shortness of breath, turning blue
- Drop in blood pressure (feeling faint, confused, weak, passing out)
- Loss of consciousness
- Chest pain
- A weak or "fuzzy" pulse
- Sense of "impending doom"
- Anaphylaxis
- Death

**What is anaphylaxis?**  
Anaphylaxis is a serious reaction that happens quickly. Anaphylaxis can involve many different parts of the body. The most severe symptoms can restrict breathing and blood circulation and may cause death.

**What are the most common foods that cause allergic reactions?**  
The most common foods include:

- Milk
- Eggs
- Peanuts
- Tree nuts (for example, walnuts, almonds, cashews, pistachios, and pecans)
- Wheat
- Soy
- Fish
- Crustacean shellfish (for example, shrimp, lobster, and crab)

**How are food allergies diagnosed?**  
A qualified medical professional, such as an allergist or physician, can diagnose food allergies by using a variety of tests.

**How are allergic reactions treated?**  
Reactions should be treated according to the student's Food Allergy Action Plan/Emergency Care Plan. Antihistamines and other medicines can be used. In severe cases, epinephrine should be given as soon as possible. Always call 911!

 Institute of Child Nutrition 

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### FOOD ALLERGY FACT SHEET

**How can an allergic reaction be avoided?**  
The best way to avoid a reaction is to avoid the food that causes the allergy. Develop a system for checking ingredient labels carefully and have a plan to limit the ways in which the child could have contact with the allergens, including airborne.

**What is cross-contact?**  
Cross-contact happens when food containing an allergen comes in contact with food or surface that does not contain an allergen. For example, using a knife to spread peanut butter and using that same knife for cutting a turkey sandwich without properly cleaning in between could transfer peanut allergens.

**References**

Food Allergy Research and Education. (n.d.). Anaphylaxis. <https://www.foodallergy.org/resources/anaphylaxis>

Food Allergy Research and Education. (n.d.). Diagnosis & testing. <https://www.foodallergy.org/research-innovations/sustaining-innovations/food-allergy-diagnosis>

Food Allergy Research & Education. (n.d.). Other allergens. <https://www.foodallergy.org/common-allergens/other-food-allergens>

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**For More Information**

Centers for Disease Control and Prevention. Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs. <http://www.cdc.gov/healthyschools/foodallergies/>

Institute of Child Nutrition. <http://www.ichn.org/foodallergy>

U.S. Department of Agriculture. <http://www.usda.gov>

U.S. Food and Drug Administration. Food Allergies. <https://www.fda.gov/food/food-safety/food-allergies>

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 Institute of Child Nutrition 

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# FOOD ALLERGY FACT SHEET

## Overview of Food Allergies

### What is a food allergy?

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- Skin rash of eczema
- Swelling of the tongue or throat and difficulty breathing
- Itching in the mouth, throat, or ear canal
- Abdominal cramps, nausea, diarrhea, and/or vomiting
- Nasal congestion or a runny nose
- Sneezing or slight, dry cough
- Odd taste in the mouth
- Trouble swallowing
- Shortness of breath, turning blue
- Drop in blood pressure (feeling faint, confused, weak, passing out)
- Loss of consciousness
- Chest pain
- A weak or “thready” pulse
- Sense of “impending doom”
- Anaphylaxis
- Death

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- Soy
- Fish
- Crustacean shellfish (for example, shrimp, lobster, and crab)

### How are food allergies diagnosed?

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### How are allergic reactions treated?

Reactions should be treated according to the student's Food Allergy Action Plan/Emergency Care Plan. Antihistamines and other medicines can be used. In severe cases, epinephrine should be given as soon as possible. Always call 911!

# FOOD ALLERGY FACT SHEET

## How can an allergic reaction be avoided?

The best way to avoid a reaction is to avoid the food that causes the allergy. Develop a system for checking ingredient labels carefully and have a plan to limit the ways in which the child could have contact with the allergens, including airborne.

## What is cross-contact?

Cross-contact happens when food containing an allergen comes in contact with food or surface that does not contain an allergen. For example, using a knife to spread peanut butter and using that same knife for cutting a turkey sandwich without properly cleaning in between could transfer peanut allergens.

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- Food Allergy Research and Education. (n.d.). *Anaphylaxis*. <https://www.foodallergy.org/resources/anaphylaxis>
- Food Allergy Research and Education. (n.d.). *Diagnosis & testing*. <https://www.foodallergy.org/research-innovation/accelerating-innovation/food-allergy-diagnosis>
- Food Allergy Research & Education. (n.d.). *Other allergens*. <https://www.foodallergy.org/common-allergens/other-food-allergens>
- Food Allergy Research and Education. (n.d.). *Symptoms of an allergic reaction to food*. <https://www.foodallergy.org/living-food-allergies/food-allergy-essentials/common-allergens/other-food-allergens>
- Food Allergy Research and Education. (n.d.). *What is a food allergy*. <https://www.foodallergy.org/resources/common-questions>

- International Food Information Council. (2012). *Back-to-school safety: Food allergy preparedness*. <https://foodinsight.org/back-to-school-safety-food-allergy-preparedness/>
- National Institute of Allergy and Infectious Diseases. (2018). *Food allergy*. <https://www.niaid.nih.gov/diseases-conditions/food-allergy>
- U.S. Department of Agriculture. (2007). *A guide to federal food labeling requirements for meat and poultry products*. <https://www.fsis.usda.gov/wps/portal/fsis/topics/regulatory-compliance/labeling/labeling-policies/basics-of-labeling/basics-labeling>
- U.S. Food and Drug Administration. (2018). *What you need to know about food allergies*. <https://www.fda.gov/food/buy-store-serve-safe-food/what-you-need-know-about-food-allergies>
- U.S. Department of Health and Human Services, National Institutes of Health, National Institute of Allergy and Infectious Diseases. (2011). *Report of the NIH expert panel on food allergy research*. <https://www.niaid.nih.gov/sites/default/files/faguidelinespatient.pdf>

## For More Information

- Centers for Disease Control and Prevention  
*Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs*  
<http://www.cdc.gov/healthyschools/foodallergies/>
- Institute of Child Nutrition  
<http://www.theicn.org/foodsafety>
- U.S. Department of Agriculture  
<http://www.usda.gov>
- U.S. Food and Drug Administration  
*Food Allergens*  
<https://www.fda.gov/food/food-ingredients-packaging/food-allergens>

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06/23/2020



Institute of Child Nutrition





## Appendix H:

# Sample Emergency Action Plan

Use the following page to copy the Emergency Action Plan as needed, or download a PDF of the Emergency Action Plan by going to the FORMS page on the risk management website:

<https://rcabrisk.org/trips-with-minors-forms/>

This form may be copied on your parish/school letterhead.

**Emergency Action Plan**  
Procedures for Calling 911 on a Field Trip  
**DO NOT LEAVE THE INJURED PERSON ALONE OR WITHOUT AN ADULT PRESENT**

1. **REMAIN CALM.** This helps the operator receive your information.
2. **DIAL 911.**
3. My name is \_\_\_\_\_, I am a [your role] at [Parish/School].
4. I need paramedics now.
5. My exact address is \_\_\_\_\_.
6. There is a person with a [TYPE / LOCATION OF INJURY] injury.
7. The person's name is \_\_\_\_\_ and he/she is \_\_\_\_\_ years old.
8. The person is located at \_\_\_\_\_ on the [N/S/E/W] side of facility.
9. I am calling from [telephone number].
10. [Name of person] will meet the ambulance.
11. Don't hang up. Ask for the information to be repeated back to you and answer any questions the dispatcher may have. Hang up the phone when all of the information is correct and verified.
12. Wait until the dispatcher hangs up first and wait with person until EMS arrives.
13. Paramedics will take over care of the person when they arrive. A chaperone must accompany injured student(s) in the ambulance and remain with the child/youth until parent/guardian arrives.
14. Call the parent/guardian.
15. Call your organization's administrator and the Office of Risk Management at 617-746-5750 immediately.

Principal/Headmaster/Pastor Phone Numbers: \_\_\_\_\_  
Fides Claims: (617) 746-5743 or (781) 664-3990  
Additional Numbers: \_\_\_\_\_

# Emergency Action Plan

## Procedures for Calling 911 on a Field Trip

**DO NOT LEAVE THE INJURED PERSON ALONE OR WITHOUT AN ADULT PRESENT**

1. **REMAIN CALM.** This helps the operator receive your information.
2. **DIAL 911.**
3. My name is \_\_\_\_\_. I am a [your role] at [Parish/School].
4. I need paramedics now.
5. My exact address is \_\_\_\_\_.
6. There is a person with a [TYPE / LOCATION OF INJURY] injury.
7. The person's name is \_\_\_\_\_ and he/she is \_\_\_\_\_ years old.
8. The person is located at \_\_\_\_\_ on the [N/S/E/W] side of facility.
9. I am calling from [telephone number].
10. [Name of person] will meet the ambulance.
11. Don't hang up. Ask for the information to be repeated back to you and answer any questions the dispatcher may have. Hang up the phone when all of the information is correct and verified.
12. Wait until the dispatcher hangs up first and wait with person until EMS arrives.
13. Paramedics will take over care of the person when they arrive. A chaperone must accompany injured student(s) in the ambulance and remain with the child/youth until parent/guardian arrives.
14. Call the parent/guardian.
15. Call your organization's administrator and the Office of Risk Management at 617-746-5750 immediately.

Principal/Headmaster/Pastor Phone Numbers: \_\_\_\_\_

Fides Claims: (617) 746-5743 or (781) 664-3990

Additional Numbers: \_\_\_\_\_